



State of Arizona
Department of Education
John Huppenthal
Superintendent of Public Instruction

Preparing Your Paperwork

The State of Arizona has not created a new funding source to for the ESA program. Instead, the program diverts some state monies that would typically be given to fund children's educations in the public school system. Why is this important? ADE bases funding for disabled students on a formula that is chiefly determined by the students needs outlined in their IEP/MET/504 plans.

These different plans are constructed to provide an in-depth look at your child's needs and consequently how the state should fund them. The ESA program implements the same formula based model to come up with your child's scholarship amount.

What You Need To Do

- Locate your paperwork (Your local school district can provide you with a copy).
- Check the dates. Is it current and will it be current during the ESA application process?
- Is it from a district or charter school? The ESA program does not accept private school determinations unless the child also received a displaced & disabled scholarship from an STO.
- If not, contact your school and request a meeting or use your MET (These stay current for 3 years).
- Go to <http://www.azed.gov/esa/application-packet/> and fill out the ESA application (see the next section for help filling out the ESA application).
- Make copies of all of your paperwork for your records.
- Is your IEP/MET 60+ pages long? Try to locate your child's 'primary' category' on your IEP/MET (usually located on the first or last three pages), this is what ESA staff will be looking for when they review your paperwork to calculate funding.
- Paperclip or staple your current IEP/MET to the back of your application, check for accuracy and send it to the department.





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FAQ's About Preparing Your Paperwork

[What is an MET/IEP?](#)

- Multidisciplinary Evaluation Team (MET) report is a written report developed by the public school that includes strengths, weaknesses and priority educational needs to access general education curriculum which will translate into a PLAFP for IEP. Individualized Education Plan (IEP): IEP team (which includes the parents) develops goals based on Present Levels of Academic and Functional Performance (PLAFP).

[My IEP/MET is expired, can you accept my old IEP/MET it while we are in the process of getting a new one?](#)

- ESA staff requires current determination paperwork throughout the application process and requires parents to maintain that paperwork to renew their ESA agreement in subsequent years.

